

How to Use the Lawns & Grounds, Equipment, Parts and Services Statewide Contract

Contract #: FAC88 Contract Duration: 12/1/14 to 11/30/16

MMARS #: FAC88* Options to renew: with options to renew through 11/30/2020

Contract Manager: Katherine Morse - 617-720-3153 katherine.morse@state.ma.us

Last change date: 12/1/15

Contract Summary

This contract covers a large variety of Lawns and Grounds Equipment, Parts and Services which are available from a broad selection of authorized dealers representing various manufacturers.

There are eleven (11) categories available:

Cat #	Category Name
1	Tractor up to 50HP-100HP
2	Tractor Accessories
3	Lawnmowers
4	Lawnmower Accessories
5	Utility vehicles, Golf Carts , Snowmobiles and Related Accessories
6	2 Cycle/4 Cycle Power Equipment
7	Snow Blowers and Related Accessories
8	Replacement Small Engines
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment
10	Skid steer loaders and accessories
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).

The Equipment included in this contract has been identified in eleven (11) categories and includes but is not limited to in general terms, utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edger, leaf blowers and similar equipment, replacement engines, shredder/chippers, roto-tillers and repair parts and services.

Benefits and Cost Savings

- The statewide contract covers a broad array of equipment, parts & services available through various authorized dealers of listed manufacturers.
- **Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or

discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume and or dock delivery discounts. This information may be found in the attachment tab of each contractors PO entitled “Contractors Award Information”

- **Selection of EPP Equipment** – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: All contract pricing and/or discounts listed MUST remain firm through 11/30/16 for all listed contractors. Contractors’ awarded pricing is for specific equipment based on the standard equipment model; pricing may vary if a user department is requesting equipment that is not standard equipment identified in the contractor’s award.

Quotes: Departments are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Returned Goods Policy - Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails

inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility.

Additional Information

All equipment provided under the contract will be new and unused. Factory seconds or remanufactured equipment will not be accepted unless specifically identified elsewhere in these documents

Please Note: Demo Equipment may be included and considered by users for purchase as long as the demo equipment carries a warranty as new and is available by the dealer/distributor at a reduced cost.

Products Standards: Products provided by contractors MUST be commercial grade and meet all Federal, State and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and will be returned to the contractor at no charge to the Commonwealth.

All applicable products provided by contractors under the terms of the contract MUST bear Material Safety and Data Sheet (MSDS) and label as required by law.

Delivery: All equipment pricing includes FOB delivery to ordering facility. Delivery MUST be made as agreed upon by the ordering department. No request for extra delivery costs will be honored. All equipment must be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing department. Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the purchasing department and the Commonwealth Terms & Conditions.

Fuel surcharge provisions: Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

Operating manuals: Operating manuals MUST be provided by the contractor for all equipment purchased under this contract.

Loaner Equipment: If the time for warranty or service repairs exceeds the specified time, the contractors shall provide equivalent loaner equipment upon request by the customer. Loaner equipment shall be provided at no cost, including shipment to the customer's location and return of loaner equipment to the contractor.

Ordering: No order is valid until the contractor receives a Department authorized Purchase Order Number.

Warranty- Warranties are based on commercial use minimum of one (1) year commercial use warranty

Trade-Ins - Trade-ins are authorized under this contract provided that the entities involved have adhered to their state surplus property guidelines for turn-in or disposal of the equipment. Entities must refer to their state surplus agencies for further guidance on the proper procedures for their guidelines.

Contractors that have agreed to accept trade-ins must negotiate in good faith with the eligible entity trade in value at the time of trade in. Contractors **MUST** accept Lawns and Grounds Equipment, etc. trade-ins that are an **equal** of the product being purchased **ONLY**.

Adding/Removing Products.

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract.

Recalls - In the event of a manufacturer's recall, contractors will be responsible for contacting those user departments that are affected by the recall and the contractor will be responsible for providing and replacing any defective parts of the manufacturer at no additional cost to the Commonwealth.

Cancellations - User department(s) and/or contractor(s) must provide, at a minimum, at least 48 hours cancellation notice of any equipment being purchased under the awarded contract.

Full Performance Specifications and Requirements

The "Performance Specification and Requirements" provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Every awarded contractor has the "Performance Specifications and Requirements" attachment located under the "Agency" attachments for reference on COMMBUYS <https://www.commbuys.com/bsol/>.

Vendor List and Contract information

The available contractors are listed below. Please refer to each vendor's COMMBUYS PO for award information. Award information attachments are available for each vendor PO under the Agency and Vendor attachment sections of COMMBUYS.

By clicking on the vendors PO number this should bring you directly to their COMMBUYS page.

<u>Contract/Blankets PO #</u>	<u>Vendor Name</u>	<u>MMARS Vendor Code</u>	<u>MMARS Vendor Line</u>
<u>PO-14-1080-OSD01-OSD10-00000002926</u>	Chadwick-BaRoss, Inc.	VC6000005030	6
<u>PO-14-1080-OSD01-OSD10-00000002927</u>	Bobcat of Greater Springfield	VC6000200702	15
<u>PO-14-1080-OSD01-OSD10-00000002928</u>	Boston Lawnmower Company	VC6000183683	4
<u>PO-14-1080-OSD01-OSD10-00000002929</u>	MB Tractor and Equipment	VC6000065877	21
<u>PO-14-1080-OSD01-OSD10-00000002930</u>	MJAGS - Taplin Yard Pump & Power Equipment	VC0000391449	29
<u>PO-14-1080-OSD01-OSD10-00000002931</u>	ARIENS COMPANY	VC6000255641	38
<u>PO-14-1080-OSD01-OSD10-00000002932</u>	Suzuki of Western Mass/All Power	VC6000161995	28
<u>PO-14-1080-OSD01-OSD10-00000002933</u>	Cleaves Company Inc	VC6000171822	18
<u>PO-14-1080-OSD01-OSD10-00000002934</u>	Venture Products, Inc.	VC0000765285	34
<u>PO-14-1080-OSD01-OSD10-00000002935</u>	Five Star Golf Cars & Utility Vehicles	VC0000768134	40
<u>PO-14-1080-OSD01-OSD10-00000002937</u>	Don's Power Equipment & Hardware	VC0000757275	31
<u>PO-14-1080-OSD01-OSD10-00000002939</u>	Moridge Manufacturing, Inc.	VC0000755628	33
<u>PO-14-1080-OSD01-OSD10-00000002940</u>	Boyden & Perron, Inc.	VC6000158724	16
<u>PO-14-1080-OSD01-OSD10-00000002942</u>	C & J Equipment, Inc	VC6000164847	17
<u>PO-14-1080-OSD01-OSD10-00000002943</u>	Bacher Corporation	VC6000200610	3
<u>PO-14-1080-OSD01-OSD10-00000002944</u>	Turf Products Corporation	VC6000200163	25
<u>PO-14-1080-OSD01-OSD10-00000002946</u>	Ahearn Equipment Inc.	VC6000173371	2
<u>PO-14-1080-OSD01-OSD10-00000002947</u>	Bobcat of Boston, Inc.	VC6000062191	14
<u>PO-14-1080-OSD01-OSD10-00000002948</u>	Schmidt Equipment, Inc.	VC6000158797	27
<u>PO-14-1080-OSD01-OSD10-00000002949</u>	Padula Bros., Inc.	VC6000175538	24

<u>PO-14-1080-OSD01-OSD10-00000002950</u>	IBC Offshore, Inc.	VC0000407868	19
<u>PO-14-1080-OSD01-OSD10-00000002951</u>	Tri County Contractors Supply, Inc.	VC6000158573	30
<u>PO-14-1080-OSD01-OSD10-00000002952</u>	Country Club Enterprises, LLC	VC6000188233	8
<u>PO-14-1080-OSD01-OSD10-00000002953</u>	MTE, Inc.	VC0000522188	10
<u>PO-14-1080-OSD01-OSD10-00000002954</u>	KPM Exceptional LLC	VC0000401739	20
<u>PO-14-1080-OSD01-OSD10-00000002955</u>	Northland Industrial Truck Co., Inc.	VC6000168994	23
<u>PO-14-1080-OSD01-OSD10-00000002956</u>	Stewart's Power Equipment, Inc.	VC6000010077	12
<u>PO-14-1080-OSD01-OSD10-00000002957</u>	NEW ENGLAND GOLF CARS, INC.	VC6000179833	22
<u>PO-14-1080-OSD01-OSD10-00000002958</u>	C.N. Wood Co., Inc.	VC6000160109	7
<u>PO-14-1080-OSD01-OSD10-00000002959</u>	Southworth Milton, Inc	VC6000062191	13
<u>PO-14-1080-OSD01-OSD10-00000002960</u>	Deere & Company	VC6000239345	9
<u>PO-14-1080-OSD01-OSD10-00000002962</u>	Cason's Equipment	VC6000192849	5
<u>PO-15-1080-OSD01-OSD10-00000003010</u>	146 SUPPLY CENTER INC	VC6000164669	1
<u>PO-15-1080-OSD01-OSD10-00000003011</u>	NORFOLK POWER EQUIPMENT	VC6000166371	11
<u>PO-15-1080-OSD01-OSD10-00000003013</u>	Richey & Clapper, Inc	VC6000160262	26
<u>PO-15-1080-OSD01-OSD10-00000003016</u>	Mayer Power Products	VC0000757282	32
<u>PO-14-1080-OSD01-OSD10-00000002941</u>	NYNE Equipment, LLC, dba Vermeer Northeast	VC0000765746	37
<u>PO-15-1080-OSD01-OSD10-00000003468</u>	Carey Auto, Inc.	VC0000435389	35
<u>PO-15-1080-OSD01-OSD10-00000003467</u>	Morgan Power Equipment	VC6000173159	36
<u>PO-15-1080-OSD01-OSD10-00000003663</u>	Bobcat Company/Clark Equipment	VC0000170911	39
<u>PO-15-1080-OSD01-OSD10-00000004617</u>	Jacobsen Professional Lawn Care-Dixie Chopper	VC0000786444	42

PO-15-1080-OSD01-OSD10-00000003434	<p>Conversion Vendor</p> <ol style="list-style-type: none"> 1. All awarded vendors are listed under this PO - click on "Distributors" tab for list. 2. Use this MBPO when obtaining at least three (3) quotes. 3. Once a decision is made go directly to the PO assigned to the awarded vendor to place order. <p>Additional attachments that apply to the contract award :</p> <ol style="list-style-type: none"> 4. Request for Response (RFR) Main Document, 5. Performance Specifications and Requirements 6. Contract User Guide 7. Vendors Awarded Categories 	n/a	n/a
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Strategic Sourcing Services Team Members

Dave O'Neill	Dept. of Conservation & Recreation
Donald Staffiere	Dept. of Correction
John Billera	Bureau of State Office Buildings
Joseph Suppa	Dept. of Conservation & Recreation
Ken Urato	Dept. of Transportation

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS

There are currently 41 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order.

Each vendor has any or all of the following eleven (11) catalog lines available depending on the vendors awarded category:

Cat #	Category Name
1	Tractor up to 50HP-100HP
2	Tractor Accessories
3	Lawnmowers
4	Lawnmower Accessories
5	Utility vehicles, Golf Carts , Snowmobiles and Related Accessories
6	2 Cycle/4 Cycle Power Equipment
7	Snow Blowers and Related Accessories

Cat #	Category Name
8	Replacement Small Engines
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment
10	Skid steer loaders and accessories
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).

How to Place an Order

Departments are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Once a quote is obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item in the description (Use FAC88 or category list above for searching)
- Select the vendor you will be placing an order with
- Select the appropriate category catalog line item
- Enter the unit price and total price
- Attach the vendor quote
- Submit for approval